



Research & Creative Activities Faculty Mentor Award

GENERAL APPLICATION GUIDELINES

Program Description

To honor the exceptional dedication of our faculty, the Office of Student Research (OSR) proudly presents the **Faculty Research and Creative Activities (RCA) Mentor Award**. This prestigious accolade annually celebrates the outstanding contributions of up to five faculty members (one per college) who have demonstrated exemplary mentorship within the past two academic years. Recipients will be formally recognized at the OSR Recognition Reception.

The Faculty RCA Mentor Award highlights the transformative impact of mentorship at every stage of a student's educational journey. This award acknowledges faculty who have excelled in fostering student success through innovative research and creative activities, guiding critical thinking, cultivating professional skills, offering career advice and placement support, and nurturing a supportive and inclusive academic environment. Faculty contributions to student recruitment, retention, and graduation are central to this recognition, reflecting a commitment to elevating a diverse and thriving student community.

The application review committee will carefully evaluate evidence of these exceptional contributions, ensuring each recipient exemplifies the highest standards of mentorship and dedication.

Eligibility

The nominee- must be a full-time tenured or tenure-track faculty member who has been a faculty member at CSUSB for at least two consecutive years. The nominee should not have won the award during the past five years.

General Submission Guidelines

The following submission guidelines should be followed:

NOMINATIONS

1. Nominations may be submitted by the College Deans, Department Chairs, other CSUSB faculty, students, or staff.
2. All nominations must be submitted online through InfoReady.
3. Each nomination must include a detailed letter explaining why the nominee deserves the award, highlighting their exceptional mentorship contributions.

FACULTY NOMINEE INFORMATION

1. Once nominations are submitted, nominees will be contacted to provide the names and contact information of two students they have mentored within the past three years.
2. The OSR will reach out to these students to complete a support form, detailing their experiences with the faculty mentor and the impact of the mentorship.

REVIEW & SELECTION

1. The OSR Awards Committee will carefully review all submitted nomination materials, including nomination letters and student support forms.
2. Evaluations will be conducted based on the established award criteria.

NOTIFICATION & SELECTION

1. Selected awardees will be notified in **March 2025**.

Review Criteria

Submissions for the Faculty RCA Mentor Award will undergo a competitive evaluation by the OSR Awards Committee. Faculty reviewers will assess each nomination based on the following criteria:

Excellence in Mentorship

- Demonstrated dedication to guiding students in research and creative activities.
- Evidence of impactful mentorship that has fostered student success and growth.

Quality of Student Research and Creative Activity (RCA) Experience

- The depth and quality of the nominee's contributions to student research or creative projects.
- Outcomes such as student presentations, publications, awards, or professional achievements resulting from the mentorship.

Diversity and Inclusion

- Efforts to create a supportive, inclusive, and equitable environment for all students, particularly those from underrepresented backgrounds.

Professional Skill Development

- Contributions to students' development of critical thinking, research methodologies, and professional skills necessary for academic and career success.

Collaborative Impact

- Evidence of fostering a collaborative and innovative mentoring environment that supports interdisciplinary or community-engaged research initiatives.

The OSR Awards Committee will review nomination statements and all supporting materials from their respective colleges. The overall quality and impact of the student research or creative activity experience will be a key determinant in the selection process. This comprehensive evaluation ensures recognition of truly exemplary mentorship.

Award Obligations

All Faculty RCA Mentor Award recipients agree with the following commitments:

1. **Attendance at the OSR Recognition Reception**
 - Awardees are invited to attend the **OSR Recognition Reception in April**, where they will be formally honored for their exemplary contributions to mentorship.
2. **Support for Student Engagement**
 - Awardees will actively encourage their students to attend and participate in the annual **“Meeting of the Minds”** conference, as well as other OSR events and programs designed to foster research and creative activities.
3. **Ongoing Participation in “Meeting of the Minds”**
 - Awardees are asked to attend the **opening ceremony of the “Meeting of the Minds”** each year, where their continuous dedication to research and creative activities will be recognized.

These obligations reflect the ongoing commitment of awardees to inspire student success, strengthen the research community, and serve as role models for excellence in mentorship.

Version History - Office Use Only

Version	Description of Changes	Date	Approval Date	Approved by
1.0	Update Content	12/10/2024	12/10/2024	Danielle White